

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** SIGN TECHNICIAN INSTALLER

**Date:** Oct 20, 1998

**Position Level:** 7

**FLSA Status:** Nonexempt

**Class Code:** 7-10

### GENERAL DESCRIPTION

Primary function is creating and fabricating signs for all County owned roadways, parks, beaches and facilities. This includes maintaining the sign shop and inventory of sign materials and traffic control devices.

### KEY RESPONSIBILITIES

1. Create signs for all County owned roadways, parks, beaches and facilities.\*
2. Create work orders and record completed costs for same.\*
3. Determine the appropriate signage at specific locations.\*
4. Obtain competitive quotes for sign materials, traffic control devices and safety materials and purchase same.
5. Maintain FDOT standards for all County roadway and traffic control signage.\*
6. Determine costs of sign fabrication.
7. Trains new employees for standards on installing signs.\*
8. Investigates complaints and inspect locations on all calls for signage for Lower Keys area.
9. Replace and install signs. \*
10. Obtain utility locations prior to drilling. \*
11. May perform duties of the Maintenance Worker, Roads, as needed.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SIGN TECHNICIAN/INSTALLER	<b>Class Code:</b> 7-10	<b>Position Level:</b> 7
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#### KEY JOB REQUIREMENTS

<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Commercial Drivers License (Class "B" or above). THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

#### APPROVALS

<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_